

**NOTICE OF APPEAL  
TO THE STATE BOARD OF EDUCATION**

To:     Executive Secretary of the State Board of Education

I, \_\_\_\_\_ request that the State Board of Education accept this appeal and enter a decision and order as further explained in this Notice.

I am filing this Notice of Appeal on behalf of: \_\_\_\_\_

Please contact me at the following:

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

I am appealing a decision made by \_\_\_\_\_ on  
\_\_\_\_\_. I received the written decision on \_\_\_\_\_.

I believe the State Board may hear this appeal because it involves:

☐ A decision by a school district board of education that decided a controversy involving the district's rules and regulations (including disciplinary rules).

☐ A decision by the Delaware Interscholastic Athletic Association that decided a controversy involving athletic rules and regulations.

☐ A decision by the board of directors of a charter school to suspend or expel a student for disciplinary reasons.

☐ Other (explain why the State Board of Education has authority to consider your appeal)

\_\_\_\_\_

I am appealing this decision because (you may attach additional pages):

I want the State Board of Education to do the following

I would prefer for hearing information and next steps to be shared via:

- ☐ Email
- ☐ Certified Mail
- ☐ Both email and certified mail

I would prefer for certified mail regarding this matter be sent to the following address:

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If my appeal moves forward, I would prefer to:

- ☐ Follow standard State Board of Education Procedures and receive at least 20 days' notice of the consideration date.
- ☐ Shorten or waive the notice of the consideration date. I understand that the opposing party must also agree to shorten or waive the consideration date in order for this to apply.

I have attached a copy of the written decision that I am appealing.

- ☐ Yes

**The information I have provided in this Notice of Appeal is true and correct to the best of my understanding and knowledge. I will send a copy of this Notice to the agency involved when I mail or deliver the Notice of Appeal to the State Board of Education.**

**I understand that appeals to the State Board of Education are decided "on the record" of the hearing that was held by the agency and that the State Board will not accept new testimony or other new evidence during this appeal.**

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Signature

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Date Signed

#### Additional Instructions

1. Please print or type.
2. Provide all of the information requested.
3. Attach a copy of the written decision that you are appealing. The State Board of Education may not consider an appeal until a written decision has been issued.
4. Keep a copy of this Notice for your use and reference.
5. Mail, email, or deliver this Notice and any attachments to the Executive Secretary of the State Board of Education at 401 Federal Street, Suite 2, Dover, DE 19901; Email [Delaware.sbe@sbe.k12.de.us](mailto:Delaware.sbe@sbe.k12.de.us) and [DDOE@doe.k12.de.us](mailto:DDOE@doe.k12.de.us).
6. Send a copy of this Notice and any attachments to the agency involved at the same time you mail or deliver the Notice to the State Board of Education.
7. The State Board of Education's Hearing Procedures and Rules are available at the [State Board web page](#) or by calling the State Board's offices at 302-735-4010.